

# **JOHN A. LOGAN COLLEGE**

## **Carterville, IL 62918**

Minutes of the regular meeting of the Board of Trustees of Community College District No. 530, Counties of Williamson, Jackson, Franklin, Perry, and Randolph, State of Illinois, held at Carterville, Illinois, on November 22, 2011, commencing at 7:00 p.m.

The meeting was called to order by Board Chair Mike Hopkins.

The chair directed the recording secretary to call the roll:

Don Brewer	-- present
John O'Keefe	-- present
Jake Rendleman	-- present
Jim Snider	-- present
Jackie Hancock	-- present
John Sanders	-- present
Mandy Little	-- present
Michael Hopkins	-- present

Also present were: Robert L. Mees, President; Brad McCormick, Vice-President for Business Services and College Facilities; Tim Daugherty, Vice-President for Administration; Julia Schroeder, Vice-President for Instruction; Don Prosser, College Legal Counsel; Steve O'Keefe, Director of Community Relations and Marketing; Donna Glodjo, Recording Secretary to the Board of Trustees; and other College personnel.

Board Chair Hopkins led the Pledge of Allegiance to the Flag.

### **MINUTES OF THE OCTOBER 19 SPECIAL MEETING AND REGULAR OCTOBER BOARD MEETING**

The minutes of the October 19, 2011 special meeting and the regular Board meeting held on October 25, 2011, were previously distributed.

Jim Snider and John O'Keefe moved and seconded the approval of the minutes of the special meeting of October 19, 2011, and the regular meeting held on October 25, 2011.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-2692)

### **FINANCIAL REPORTS (Appendix I)**

The financial report for the period ending September 30, 2011, was previously mailed.

John O'Keefe and Don Brewer moved and seconded the approval of the financial report for the period ending September 30, 2011.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-2693)

## **ACCOUNTS PAYABLE (Appendix II)**

The list of accounts payable for the period ending October 31, 2011, was previously mailed.

Jake Rendleman and John O'Keefe moved and seconded the approval of the list of accounts payable for the period ending October 31, 2011.

Upon roll call, all members voted yes. Motion carried.  
(Resolution #16-2694)

## **RECOGNITION OF GUESTS**

None.

## **OPPORTUNITY FOR PUBLIC COMMENTS/QUESTIONS**

None.

## **BOARD OF TRUSTEES REPORTS**

### **A. Illinois Community College Trustees Association (ICCTA)**

Trustee John Sanders reported on the ICCTA meeting held in Chicago on November 11 and 12, noting that he had information available for trustees to peruse if they wished. He reported on a roundtable discussion and legal update sessions on the Open Meetings Act. Trustee Jake Rendleman reported on the Executive Committee meeting held at the seminar. He noted the General Assembly veto session has been extended, and no action is expected to be taken on community college budgets or pension reform. He said discussions were held on the 6 percent exemption factor and insurance for retirees, and a report was heard from Women Employed – a group that is very supportive of community college issues.

### **B. Southeast Region Trustees (SERT)**

No report.

### **C. John A. Logan College Foundation**

Trustee Rendleman reported the JALC Foundation is hosting a free legacy planning luncheon on December 6, and gave the Board details of the event. The 35<sup>th</sup> Annual Italian Dinner is set for January 25, 2012, and this will also be Carterville night at the basketball game. Mr. Rendleman said the Foundation is planning a Vintner's Dinner for early 2012, which they plan to have in the new Village Center. He said this will be an elegant meal, with wine vintners present to provide detailed information about the wine that accompanies each course.

### **D. Association of Community College Trustees (ACCT)**

Trustee Sanders reported the ACCT National Legislative Summit will be taking place in February and encouraged those interested in attending to get registered for the event.

**E. Hiring Committee**

No report.

**F. Athletic Advisory Committee**

No report.

**G. Developmental Education Committee**

No report.

**H. Nursing Committee**

No report.

**I. Diversity Committee**

No report.

**J. Student Trustee**

Student Trustee Mandy Little reported the food drive conducted on campus serviced 12 John A. Logan students and 5 GED students, furnishing each with approximately 6 bags of food. The Dental Assisting Club won awards for furnishing the most food and the best box design. The club received \$100 for its club account as its prize. Ms. Little said that club, in turn, donated the money to the Angel Tree fund which has just begun. She recognized the groups and individuals on campus who had assisted with the food drive. Ornaments for the Angel Tree will be available after Thanksgiving break, and the Student Senate hopes to serve 300 area children this year. Ms. Little reported *A 1940s Radio Christmas* will be presented December 9 and 10. She also reported student clubs are running the concession stand at ballgames to raise funds for their clubs and special projects. Ms. Little reported on the ICCB Student Advisory Committee meeting held in November, stating the main topics were the outreach project for the year and the student advocacy effort. The outreach project will be a statewide blood drive and the advocacy effort will focus on a MAP grant rally.

**GROUP/ASSOCIATION REPORTS**

**A. Faculty Association**

No report.

**B. Term Faculty Association**

No report.

**C. Logan Operational Staff Association Report**

LOSA representative Frances Cobb wished everyone a Happy Thanksgiving on behalf of the association, and congratulated Vice-President Julia Schroeder on her outstanding career, wishing her well in her retirement.

**OFFICERS' REPORTS**

**A. Board Building Committee**

Vice-President for Business Services and College Facilities reported the Board Building Committee met and discussed the John A. Logan College Annex project which is expected to be complete by mid-December. Child Care Resource and Referral will begin moving into the facility December 8 or 9. He reported the committee had also discussed soliciting bids on the maintenance building construction which would appear later on the consent agenda. Mr. McCormick said most of the Building Committee discussion focused on an Early Childhood Education grant application the College is submitting that would offer the opportunity to get up to \$3.5 million with only a ten percent match requirement. This would allow for moving the early childhood program into the JALC Annex. He said it may be the end of January or even March before we find out the results of that application.

**B. Board Policy Committee**

Vice-President McCormick reported the Board Policy Committee had met and two of the policies are on the agenda for first reading. He noted that he was out of town at a conference when the committee met, and Dr. Daugherty chaired the meeting. Dr. Daugherty reported much discussion was held about Compease, and related policies should be presented to the Board for first reading in January.

**C. Governor's Sustainability Award**

Vice-President for Administration Tim Daugherty reported John A. Logan College has been recognized statewide for its sustainability efforts with the receipt of the Governor's Sustainability Award. Dr. Daugherty recognized Tim Gibson and Dwight Hoffard for their efforts. Dean Phil Minnis gave the Board a brief overview of the College's initiatives in sustainability over the past three years. He reported the Governor's Sustainability Award has been presented for 25 years, and goes to an agency or organization that has demonstrated a commitment to environmental excellence. He noted this year is the first time community colleges have received this award. He added that this will open the door to additional resources to work on energy efficiency at the College. Mr. Minnis stressed that everyone on campus has embraced the sustainability initiatives, and Vice-President McCormick introduced some of the custodial/maintenance staff who are particularly instrumental in these efforts – Wayne O'Dell, Curt Simmons, Scott Hunsacker, and Dale Marrs. Mr. McCormick noted that several colleges contract out jobs that John A. Logan College does internally. The Board applauded those involved in this accomplishment.

**D. Comments from Dr. Julia Schroeder**

Vice-President for Instruction Julia Schroeder, who would retire from John A. Logan College on November 30, 2011, made comments to the Board. She shared her varied perspectives from the

time she was a JALC student, through her years as a full-time professor and, finally, as an administrator. She spoke of the balancing act required in being an administrator, and stressed the importance of teamwork, noting how much she has enjoyed working with the senior administrative team of President Mees, and Vice-Presidents Daugherty and McCormick. Dr. Schroeder spoke of the accomplishments she was most proud of, including the mentoring program for term and new full-time faculty; block scheduling; the online instruction initiative; the work that the AAWCC has done on campus (she was the administrative sponsor); the growing impact College & Career Readiness has made with feeder high schools and students; and growing programs and curricula from green and business program initiatives to partnerships with numerous colleges that our students feed into.

Dr. Schroeder said her future pursuits will involve e-learning, stating the Internet will become her “Window of the World.” She intends to have more time to spend with her three grandsons and travel with her husband. She stated, “All endings signal new beginnings,” and said she is looking forward to her new beginnings. Dr. Schroeder thanked the faculty and staff, the administration, the Board of Trustees, and College legal counsel for a “wonderful and rewarding career at John A. Logan College.” She wished everyone the best, including her replacement, Dr. Deborah Payne.

The Board applauded Dr. Schroeder, and Board Chair Mike Hopkins thanked her for her leadership, hard work, and dedication to John A. Logan College. He presented a plaque of appreciation to Dr. Schroeder on behalf of the Board of Trustees.

President Mees thanked Dr. Schroeder for her exceptional leadership at the College. He noted the great team of vice-presidents he has been privileged to have, and assured Dr. Schroeder that she will be missed. Dr. Mees also announced that Vice-President Schroeder was recently selected as the first person to receive a Master Teacher Award from Kappa Delta Pi, stating this is quite an honor.

#### **E. Presidents’ Council**

President Mees reported that Presidents’ Council held a retreat in Galena, Illinois in October. Dr. Walter Bumpus, new president and CEO of AACC, joined the group and gave updates on what is happening in Washington, DC on community college legislative issues. Presidents’ Council also met in Chicago in November. He said main topics being discussed are MAP awards for students, performance based funding, and the state budget situation.

#### **F. Upcoming Events**

President Mees reported the dedication of the new Communication Wing will be held on November 28 in the main lobby of the facility. Dr. Mees also reported the formal signing of the College’s agreement with Southern Illinois Healthcare will be held in the Board Room of the Administration Building on November 30, and stressed the significance of this partnership. He announced the Historical Village dedication will be held at 10 a.m. on December 22, before the College closes at noon for the holidays.

## **CONSENT AGENDA**

### **A. Approval of Instructional Calendars FY-2013 and FY-2014 (Appendix III)**

President Mees recommended that the Board of Trustees approve the John A. Logan College Instructional Calendars for FY-2013 and FY-2014 as included in Appendix III.

### **B. Authorize Solicitation of Bids for Maintenance Building Construction**

President Mees recommended that the Board of Trustees authorize the solicitation of bids for construction of a 3,200 square ft. maintenance building.

### **C. Approval of Memorandum of Agreement between John A. Logan College and SIUC Board of Trustees (Appendix IV)**

President Mees recommended that the Board of Trustees authorize a Memorandum of Agreement between John A. Logan College and the SIUC Board of Trustees for the offering of concurrent enrollment and baccalaureate completion degrees.

### **D. Approval of Closed Session Minutes for Availability for Public Inspection**

President Mees recommended that the Board of Trustees approve the following closed session minutes to be made available for public inspection: October 21, 2008; August 24, 2010; June 9, 2011; September 7, 2011 special meeting; and September 27, 2011 continued meeting.

### **E. Destruction of Verbatim Recordings of Closed Session**

President Mees recommended that the Board of Trustees approve the destruction of the verbatim recordings of the closed session meetings through and including March 23, 2010.

John Sanders and Jim Snider moved and seconded that the Board of Trustees approve all items on the Consent Agenda as recommended.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-2695)

## **NEW BUSINESS**

### **A. Adoption of 2011 Tax Levy (Appendix V)**

Based on the positive outcome of the tax levy hearing held prior to the Board meeting, President Mees recommended that the Board of Trustees adopt the following resolution:

BE IT RESOLVED BY THE Board of Trustees of Community College District No. 530, counties of Williamson, Jackson, Franklin, Randolph and Perry, and the State of Illinois, that all legal requirements have been complied with, and said Community College District No. 530 requires the following tax levy: That \$5,670,700 be levied as a tax for educational purposes; that \$945,100 be levied as a tax for operations and maintenance purposes; that \$1,123,000 be levied as a special tax for purposes of the Local Governmental and Governmental Employees Tort

Immunity Act; that \$220,600 be levied as a special tax for Social Security and Medicare insurance purposes; that \$50,000 be levied as a special tax for audit purposes; and that \$806,700 be levied as a special tax for protection, health, and safety purposes, for a total of \$8,816,100 on an equalized assessed valuation of the taxable properties of said District for the year 2011 to be collected in the year 2012; and that the levy for the year 2011 be allocated 50% for Fiscal Year 2012 and 50% for Fiscal Year 2013.

BE IT FURTHER RESOLVED that the secretary or his designee, of said Board of Trustees of Community College District No. 530 is hereby authorized and instructed to file certificates of tax levy in accordance with Chapter 122, Section 103.20.5 of the Revised Statutes of the State of Illinois with the County Clerks of Williamson, Jackson, Franklin, Randolph and Perry Counties, State of Illinois.

President Mees recommended and Jim Snider and Jake Rendleman moved and seconded that the Board of Trustees adopt the above resolution certifying the 2011 tax levy for Community College District No. 530, and that certificates of tax levy be properly filed so taxes can be extended and collected by the County Clerks.

Upon roll call, all members voted yes. Motion carried.  
(Resolution #16-2696)

**B. Land Donation to Illinois Department of Transportation for Greenbriar Intersection (Appendix VI)**

Vice-President Brad McCormick stated that the Illinois Department of Transportation is scheduled to let bids in March 2012 for the expansion of the Illinois Route 13 and Greenbriar Road intersection. The majority of the right of way needed is on the west side of the College's present property, running north toward the baseball diamond. This expansion will require additional right of way to be donated to the state by John A. Logan College. Mr. McCormick said the attachment documents and resolution will provide for such donation.

President Mees recommended and John Sanders and Jim Snider moved and seconded that the Board of Trustees approve the resolution contained in Appendix VI to donate needed right of way to the Illinois Department of Transportation, and authorize the administration to sign all necessary documents to accommodate the transfer of property.

Upon roll call, all members voted yes with the exception of Trustee Jake Rendleman, who abstained. Motion carried.  
(Resolution #16-2697)

**C. Approval of Proposed New Board Policies (Appendix VII)**

The Board Policy Committee presented the following proposed new board policies to the Board of Trustees for first reading:

- 2140 -- Trustee Emeritus (New Policy)
- 8313 -- Academic Honor Code (New Policy)

Copies of the above policies are included in Appendix VII.

Trustee Sanders, who is a member of the Board Policy committee, explained some of the benefits that would be offered to trustees who retire after 18 years of service to the board in the proposed new trustee emeritus policy. He also explained the need for the new academic honor code. Trustee Rendleman stated that some colleges pay for meals and lodging for retired trustees who go to ICCTA or ACCT events. Mr. Sanders said the way the policy reads at this point, it does not include any costs of attending meetings other than the lifetime membership. He said if the Board desires otherwise, it can be looked into. Trustee Rendleman and Brewer suggested the Board Policy Committee look at including provision for ancillary travel costs in the policy. Trustee Sanders said the committee can look at this at the next meeting and take direction from the Board as a whole.

These proposed policies will be brought back to the Board for final approval at the January Board meeting.

### **CLOSED SESSION**

Board Chair Mike Hopkins stated it was desirable to hold a closed session to discuss the appointment, employment, and compensation of specific individuals; collective bargaining; and pending litigation; and that he would appreciate Board action and a roll call vote to that effect.

Jake Rendleman and Mandy Little moved and seconded that the regular meeting of the John A. Logan College Board of Trustees be declared in closed session.

Upon roll call, all members voted yes. Motion carried.  
(Resolution #16-2698)

The meeting was declared in closed session at 7:50 p.m.

The meeting was declared back in regular session at 8:40 p.m.

### **CLOSED SESSION MINUTES**

Jackie Hancock and John O'Keefe moved and seconded that the Board of Trustees approve the content of the closed session minutes of October 19, 2011 and October 25, 2011, but that those minutes not be made available for public inspection at this time.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-2699)

### **PERSONNEL**

#### **Maintenance/Building Staff**

President Mees recommended that Larry Tanner be employed as full-time, Teamsters, building maintenance I at John A. Logan College effective November 23, 2011.

President Mees recommended that Mike Williams be ratified as a part-time, temporary, Teamsters, custodian at John A. Logan College effective November 8, 2011.



### **Non-Teaching Professional Staff**

President Mees recommended that John Champion be employed as a full-time, grade I staff accountant.

Consideration of 3% salary increase for the president from January 1, 2012, to June 30, 2012.

Consideration of retirement of president effective June 30, 2012.

President Mees recommended completion of reorganization in Administration Building, changing the title/level of Cindy Johnson to Associate Dean for Curriculum and Instruction.

### **Term Faculty**

President Mees recommended that Brenda Erickson be ratified as a part-time instructor of business at John A. Logan College effective October 12, 2011.

President Mees recommended that Stephen Jones be employed as a part-time instructor of computer information systems at John A. Logan College effective January 17, 2012.

President Mees recommended that Susan Lewis be ratified as a part-time instructor of English at John A. Logan College effective November 7, 2011.

President Mees recommended that Gayle Pesavento be ratified as a part-time instructor of speech at John A. Logan College effective October 12, 2011.

President Mees recommended that Anita Petersen be ratified as a part-time instructor of English at John A. Logan College effective October 12, 2011.

President Mees recommended that Kristin Shelby be ratified as a part-time instructor of English at John A. Logan College effective November 17, 2011.

### **Continuing Education Staff**

President Mees recommended that Missi Barraclough be employed as a fondant sculpturing and modeling chocolate instructor at John A. Logan College effective January 23, 2012.

### **Grant Personnel**

President Mees recommended that Melissa Case be employed as a part-time adult secondary education counselor/facilitator at John A. Logan College effective January 3, 2012.

### **Volunteer Personnel**

President Mees recommended the appointment of volunteers Harriet Simon and Michele Williams for Literacy.

Jim Snider and Jackie Hancock moved and seconded that the Board of Trustees approve all items on the personnel agenda with the exception of the title/level change of Cindy Johnson to Associate Dean for

Curriculum and Instruction which will be tabled until the pending policy changes for non-teaching professional staff are completed, based on a recommendation from College legal counsel.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-2700)

### **SPECIAL BOARD MEETING**

John Sanders and Mandy Little moved and seconded that a special meeting of the John A. Logan College Board of Trustees be held on Tuesday, December 13, 2011, at 6:00 p.m. for the purpose of discussion of the presidential search and touring of facilities.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-2701)

### **ANNOUNCEMENTS**

None.

### **ADJOURNMENT**

Mandy Little and John Sanders moved and seconded that the regular meeting of the John A. Logan College Board of Trustees be adjourned.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-2702)

The meeting was duly adjourned.

Respectfully submitted: Donna Glodjo, Recording Secretary to the Board of Trustees

Mike Hopkins, Chair

Jackie Hancock, Secretary